MINUTES OF THE TOWN OF WAYNESVILLE BOARD OF ALDERMEN REGULAR MEETING MARCH 11, 2014

THE WAYNESVILLE BOARD OF ALDERMEN held their regular meeting on Tuesday, March 11, 2014 at 7:00 p.m. in the board room of Town Hall, 9 South Main Street, Waynesville, NC.

A. CALL TO ORDER

Mayor Brown called the meeting to order at 7:00 p.m. with the following members present:

Mayor Gavin Brown Alderman Gary Caldwell Alderman Julia Freeman Alderman Wells Greeley

The following staff members were present:

Alderman LeRoy Roberson

Marcy Onieal, Town Manager Woodrow Griffin, Town Attorney Amie Owens, Town Clerk Andrew Bowen, Management Assistant James Robertson, Tax Collector Paul Benson, Planning Director

Representing the Media:

No one from the media was present

1. <u>Welcome /Calendar/Announcements</u>

Mayor Gavin Brown welcomed everyone to the meeting, and Manager Onieal mentioned several calendar items including:

- March 20 Annual Wellness/Health Fair for all municipalities
- March 24 Southwestern Commission Board Meeting location changed to Franklin
- March 28 Board Retreat at Lake Junaluska Assembly; this was rescheduled due to some conflicts and to accommodate the schedule of the facilitator
- March 31 Council of Government Meeting Town of Canton hosting

Three additional items were noted that were not on the calendar –

- March 13 new session of the Citizen Police Academy begins
- March 15 Haywood County GOP Convention at the Canton Armory
- March 18 Community meeting/dialogue about homelessness Senior Resource Center beginning at 4:00 p.m.

2. Adoption of Minutes

Alderman Caldwell made a motion to approve the minutes of the February 18, 2014 (special meeting session) as presented. Alderman Roberson seconded; the motion carried unanimously.

B. BOARD/COMMISSION/OUTSIDE AGENCY - ANNUAL REPORTS

3. Senior Resource Center – John Chicoine, Manager

Mr. Chicoine provided an annual update related to the Haywood County Senior Resource Center (HCSRC). He provided statistics related to the Waynesville Nutrition Site located at the Waynesville Armory, and highlighted that approximately 4,000 meals were provided at a cost of \$18,011 or roughly \$5.00 per meal; the average number of daily participants is 20. Mr. Chicoine noted that the name Haywood Community Connections is being phased out as most recognize the HCSRC. Programming includes the creative living program and other senior programs suggested by participants to ensure continued interest and program longevity. He added that he has been working with the Waynesville Recreation Center and Haywood County Recreation Department to ensure that programs are not duplicated but could be complementary. Mr. Chicoine explained that one additional service provided at the HCSRC as tax preparation and assistance for those 60 and over.

Mr. Chicoine provided additional information on the SHIIP program and Volunteer center. Statistics for the volunteer center included 76 new volunteers during 2013 with 61 organizations served. Senior Health Insurance Information Program (SHIIP) served 416 individuals with 229 from the Town of Waynesville. The volunteers with SHIIP help find prescription drug and Medicare supplement plans for those who qualify. Mr. Chicoine closed by noting education is a key component for the success of the HCSRC and provided brochures illustrating the various programs available via SHIIP. Mr. Chicoine thanked the Board of Aldermen for their support and funding during 2013.

4. Historic Preservation Commission – Henry Foy, Chairman

Mr. Foy provided an annual report from the Historic Preservation Commission (HPC). He highlighted multiple goals agreed upon by the HPC including the need for two (2) additional members taking the size of the HPC from seven (7) to nine (9) members and the potential designation of downtown Waynesville a local historic district. He explained that due to liberalized requirements for the design guidelines there are now variable options to consider for creating a homogeneous 19th century country town. Mr. Foy acknowledged that there had previously been controversy and that the HPC would work with the merchants to discuss potential for this designation.

Mr. Foy added several other items that the HPC is continuing to develop including a rock wall inventory complete with pictures to share with citizens and visitors. Another project is a comprehensive history of Greenhill Cemetery, Ann Melton is spearheading this project and noted that she is well on her way with the research. Mr. Foy noted that a history of the various boarding houses and hotels, including the White Sulphur Springs hotel is being researched and historical photographs and information are being sought. Mr. Foy concluded by noting the HPC was excited about the ongoing and new projects and hopes that the Board of Aldermen is pleased with the projects and progress being made.

Ms. Melton noted that Love Lane is a local historic area. She invited the Mayor and Aldermen to an event on Sunday, August 24, 2014 which will include a picnic, tour of homes and scavenger hunt which will also provide a history of the homes.

C. NEW BUSINESS

5. Request for Street Closures – Various Agencies

Manager Onieal explained that there had been three (3) requests received for various events that would require street closures.

The Kids Advocacy Resource Effort (KARE) 5K Run on April 26, 2014 beginning at 8:00 a.m. would require a rolling closure with police escort. This event has been approved in the past.

The Frog Level Merchants' Association – Whole Bloomin' Thing Festival on May 10, 2014 from 5:30 a.m. until 5:30 p.m. impacting Commerce and Depot Streets. This event has been approved in the past.

Manager Onieal explained that the third request was from STAR Ranch and introduced Karen Owens, Owner of STAR Ranch, to describe the proposed event. Ms. Owens explained that the ASPCA Equine Division was promoting their annual "Help a Horse Day" and horse clubs and organizations were encouraged to participate. She explained that there was a potential for a \$10,000 grant to benefit STAR Ranch based on the impact of the event. Ms. Owens explained that multiple groups including the Kiwanis Action Club, Girl Scouts, 4-H, FFA & Equine Studies students at PHS and others had agreed to participate and that there would be a number of volunteers ensuring that all roads were left clean. Ms. Owens added that she has founded the NC Horse Rescue Alliance (NCHRA) to work with local and regional groups and with the goal of national participation. First steps in this process were moved forward by Joe Sam Queen by having a specialized license plate available with \$20 from each plate going to the NCHRA. The event should not take more than an hour and should begin at 1:00 p.m. The parade will be staged from the First Methodist Church and will follow a route from Academy Street to Main Street to Depot Street to Haywood Street, with a return to the church.

Manager Onieal explained that the KARE event and the STAR Ranch event are on the same day; however, both events can be supported by staff, are not at the same time and are not the same route.

Alderman Roberson made a motion, seconded by Alderman Greeley, to approve the street closures, as requested by Kids Advocacy Resource Efforts (KARE), STAR Ranch and Frog Level Merchants' Association, as presented. The motion passed unanimously.

6. Permission to advertise 2013 delinquent property taxes

Tax Collector James Robertson requested permission to advertise the 2013 Delinquent Property Tax accounts in the March 14, 2014 edition of the Mountaineer per NC General Statute §105-369 requirement. Mr. Robertson highlighted the tax collection rates as of March 7, with approximately 10.4% accounts uncollected equaling 6% of budgeted revenue. He further explained that at end of January 2014 the collection rate was 91% as compared to January 2013 which was 89%. Mr. Robertson added that a report for February 2104 showed the collection rate at 94.3% after delinquent tax letters

were sent out. A total of 7,829 tax bills went out, which was minimally higher last year. One change of note is that a manufacturer made improvements to their facility taking assessed value from approximately \$8 million to \$20 million. Mr. Robertson also noted that the debt set off was late due to the federal sequestration in October, which put a hold on tax refunds. Mayor Brown commented that the report showed a majority of smaller accounts attributed to personal rather than large commercial property taxes due. Manager Onieal noted that the largest of the delinquent commercial accounts tended to be the same class of accounts every year, and are related to golfing and hospitality interests, which always have low cash flow during winter months when taxes come due, but that interest is charged on delinquent accounts and most of these businesses do enter into a payment plan with the Tas office.

Manager Onieal asked Mr. Robertson to explain the foreclosure process. He noted that there are currently around 50 accounts in foreclosure or going into the process. Traditionally, the Town has not actively pursued tax foreclosures, but whenever the County initiates a tax foreclosure where Town taxes are also due, then the Town uses the County's legal team to also collect any back taxes due to the Town. Mayor Brown inquired what the interest is for late payment. Mr. Robertson indicated that interest in January is 2% then 0.75% each month thereafter on the unpaid balance. Past due accounts may be collected for up to 10 years after which point write off is allowed. Related to collections, Mayor Brown noted that the Town cannot budget more in property tax revenue than what was collected in the previous year per statute.

Alderman Greeley made a motion, seconded by Alderman Caldwell, to authorize staff to advertise all 2013 delinquent property taxes in The Mountaineer on March 14, 2014, as required by NCGS § 105-369 and as presented. The motion carried unanimously.

7. Appointment of Amanda "Amie" Owens as Town Clerk

Manager Onieal noted that Ms. Owens had been working since February 24, 2014 for the Town and that Phyllis McClure (Rogers), Immediate Past Town Clerk, had already sworn in Ms. Owens. This was the formal recognition of this position.

Alderman Greeley made a motion, seconded by Alderman Roberson, to approve the appointment of Amanda "Amie" Owens as the Town of Waynesville Town Clerk effective February 24, 2014. The motion passed unanimously.

A copy of Resolution R-02-14 is attached hereunto as part of these minutes.

8. Corporate Resolution Designating Fiscal & Contractual Agency and Authorized Signers

Manager Onieal explained that due to the change in staff, it was necessary to update the authorized signers for the organization. All checks require two signatures; one from the Finance Office and one from Administration. In the event that Manager Onieal is not present, Ms. Owens would have the ability to co-sign in accordance with the Town's policies. She added that Ms. McClure (Rogers) had previously carried this same duty.

Alderman Caldwell made a motion, seconded by Alderman Freeman, to approve the updating of the Fiscal and Contractual Agency and Authorized Signers to include Marcia Onieal, Amanda Owens, Eddie Caldwell and Dean Trader, as presented. The motion carried unanimously.

A copy of Resolution R-03-14 is attached hereunto as part of these minutes.

D. COMMUNICATIONS FROM STAFF

9. Town Manager - Marcy Onieal

Manager Onieal noted that she attended the funeral for Senator Martin Nesbitt and described him as a fine legislator and friend to WNC and noted his contribution to the approval of the Lake Junaluska merger bill by the Senate Local Government & Finance Committee. She segued to an update from LJA including thanking the Mayor and Aldermen for their participation in the LJA annual Board Meeting. Manager Onieal noted that the various committees and Board of LJA are unanimous in their desire to move forward with the merger bill in the Legislative Short Session.

Manager Onieal explained that Haywood County and the Chamber of Commerce (Chamber) have signed a Memorandum of Understanding (MOU) related to the placement of Economic Development with the Chamber effective July 1, 2014. She noted that no other parties were included in this agreement at this point, but that there is continuing dialogue with towns and key economic development interests in an ongoing strategic planning process to reinvigorate economic development on a county-wide basis.

The Chamber Government Relations Taskforce is helping to establish a coordinated legislative agenda for various groups in Haywood County. Manager Onieal added that a collective effort to lobby or gain effective legislative action related to regional concerns is being developed and distributed to all interested parties so that our legislators will be informed and conscious of the multiple needs of Haywood County in the areas of local government, taxation, education, healthcare, economic development, utilities, drug & alcohol issues and other important legislative matters. This group is putting together talking points for sharing while in Raleigh so that whoever is there can speak knowledgeably on the various topics.

Manager Onieal noted that the Information Technology (IT) work with VC3 is going well and is ahead of schedule with regard to the planning, network upgrades and testing necessary before migrating to the cloud. Department-by-department testing will begin on all applications in April, anticipating going live in the cloud by around late June or early July.

Manager Onieal thanked Ms. Owens and Mr. Bowen for their assistance and noted that Mr. Bowen has been working with multiple projects including the budget, IT and website. She praised the updating of the website and the inclusion of social media (Facebook/Twitter) and new subscription portals to get information out to citizens and visitors to the Town. Alderman Freeman commented that the local media outlets are picking up the announcements. This is an amazing reach and added publicity for the Town.

E. COMMUNICATIONS FROM MAYOR AND BOARD OF ALDERMEN

Mayor Brown asked the Aldermen to be cognizant about the Duke Energy Progress contract for purchase of wholesale power, which will conclude at the end of 2015. Preliminary conversations have been held with four potential wholesale electricity suppliers as potential bidders for the Town's purchase power contract. Ms. Onieal also noted that the Town's energy consultant is also working on a customer rate study, which will likely lead to a recommendation of rate adjustments. She noted that the town had not raised residential rates since 2009 and that the Town has always attempted to keep the Town's residential rates in parity with those charged by Progress. Due to declining earnings margins in the Electric Fund, the anticipated increase in wholesale power costs of at least 15% in 2015, and the fact that Town residential rates are now running 5-10% less than Duke/Progress rates, she recommended that the Town begin small incremental rate increases now, so that the public will not be hit by a huge increase all at once when the wholesale purchase contract comes up for renewal. Manager Onieal noted that the Board of Aldermen has delegated the authority to adjust rates to the staff and while this authority has not been utilized heretofore, the plan is to begin raising the base rate by \$0.50 to \$1.00 per month beginning April 1, 2014.

F. CALL ON THE AUDIENCE

Waynesville resident **Pat Maier** complimented Tim Petrea from the Waynesville Recreation Center for conducting the Waynesville Ramble which was a walking/bus tour of Waynesville. There were 27 participants on this involved in the tour and she was impressed with the historical information Mr. Petrea provided at each stop.

G. ADJOURN

There being no further business, Alderman Caldwell made a motion, seconded by Alderman Greeley, to adjourn at 8:06 p.m. The motion passed unanimously.

ATTEST	
	Gavin A. Brown, Mayor
	Marcia D. Onieal, Town Manager
Amanda W. Owens, Town Clerk	_

RESOLUTION R-02-14

RESOLUTION OF THE BOARD OF ALDERMEN NAMING AMANDA "AMIE" OWENS AS TOWN CLERK FOR THE TOWN OF WAYNESVILLE

WHEREAS, North Carolina General Statute 160A-171 requires that local governments designate a position to serve as Town Clerk, who shall give notice of meetings of the council, keep a journal of the proceedings of the council, be the custodian of all city records, and shall perform any other duties that may be required by law or the council; and

WHEREAS, the Town of Waynesville Board of Aldermen has the authority under the Charter to name a person or persons to fill the role of Town Clerk; and

WHEREAS, the Town Manager has the responsibility and the authority under the Charter, subject to provisions of the Council-Manager Plan of Government, to appoint all city officers and employees not elected by the people; and

WHEREAS, the Town Manager commended Amanda Owens to fulfill the duties of Town Clerk, and wished her to assume these duties effective February 24, 2014, and serve in that capacity until her successor is appointed; and

WHEREAS, the acting Town Clerk, Phyllis R. McClure did administer the Oath of Office for the Town Clerk position on February 24, 2014;

NOW THEREFORE, BE IT RESOLVED by the Board of Aldermen of the Town of Waynesville that Amanda Owens, shall serve as the Town Clerk with responsibilities as specified in the Charter, and be recognized under State Law as having the same authority, duties and power as noted therein.

READ, APPROVED AND ADOPTED this 11th day of March, 2014.

ATTEST:

Gavin A. Brown, Mayor

Eddie Ward, Deputy Town Clerk

Marcia D. Onieal, Town Manager

RESOLUTION NO. R-03-14

UPDATING THE CORPORATE RESOLUTION DESIGNATING FISCAL & CONTRACTUAL AGENCY AND AUTHORIZED SIGNERS

WHEREAS, new authority certificates and signature cards are needed for each financial institution holding town funds; and

WHEREAS, all checks or contracts requiring two signatures will be signed by the Town Manager and Finance Director, however any two signatures from among the four authorized signers will be considered valid. It is the intent, that any time two signatures are required, one shall be from Finance and the other from Administration.

Administration

Finance

Town Manager Marcia D. Onieal Town Clerk Amanda W. Owens Finance Director Eddie Caldwell Assistant Finance Director Dean Trader

NOW, THEREFORE BE IT RESOLVED by the Town of Waynesville Board of Aldermen that Town Manager Marcia D. Onieal and Finance Director Eddie Caldwell be designated as signers of Authority Certificate(s) and as signers on signature cards and additional authorized designated signers on signature cards include Assistant Finance Director Dean Trader, and Town Clerk Amanda W. Owens.

This action is to become effective May 1, 2014.

Adopted this 11th day of March, 2014.

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ATTEST:

Gavin A. Brown

Mayor

Marcia D. Onieal Town Manager

Amanda W. Owens Town Clerk